



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY GARRISON FORT MONMOUTH
Fort Monmouth, New Jersey 07703-5101



REPLY TO
ATTENTION OF

SELF-M-PTM

27 May 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction, *Garrison Support to Eatontown Independence Day Celebration*.

1. **GENERAL.** On 2 July 2003 from 1700-2000, Ft. Monmouth will host the Eatontown Independence Day Celebration at the southern part of Main Post bordered by Alexander Avenue, and the football field in the 800 Area. The event will be conducted in the same manner as was done in 2002: fireworks will be fired from the center of the field west of Lane Hall and exploded over the northeast end of Husky Brook Pond.

2. **RESPONSIBILITIES.** Commander, U.S. Army Garrison, has committed to the following Ft. Monmouth Direct Support to this ceremony.

a. *U.S. Army Garrison:*

(1) *Directorate for Plans, Training, and Mobilization (DPTM)* will:

- (a) Coordinate all support for the celebration.
- (b) Coordinate set-up/teardown of stage, chairs, and sound system.
- (c) Coordinate with Eatontown for all necessary support.

(2) *Directorate for Public Works (DPW)* will:

- (a) Ensure the roads and grounds from Alexander Avenue to Nicodemus Avenue and in vicinity of football field and the area around Husky Brook Pond neatly groomed and trimmed.
- (b) Erect snowfence between the Nicodemus gate and the football field to provide ingress/egress to/from the football field and to screen off hazardous areas.
- (c) Erect snowfence north of the football field between Husky Brook Pond and the perimeter fence near the DENTAC building (bldg 814) to ensure unauthorized civilians do not leave the viewing area; leave one 10 foot wide opening on the gravel road near the perimeter fence to allow for the movement of authorized personnel and equipment to/from the viewing area.
- (d) Ensure the footbridge over Husky Brook Creek is in good condition to handle foot traffic.

(e) Provide 10 Port-a-potties (including 2 handicapped units) at Nicodemus Gate (4+1) and the football field (4+1).

(f) Ensure the electrical outlets at the football field are operational; and provide one electrician on site at the football field electrical panel during the event.

(g) Provide EMT support on site.

(h) Provide fire trucks at Lane Hall and Building 746.

(i) Provide a Fire Safety Representative at the fireworks site during the fireworks display.

(j) Provide two light towers to illuminate the area between the Nicodemus Gate and the football field.

(3) *Directorate of Installation Logistics (DOL)* will:

(a) Provide set-up and teardown support in coordination with DPTM.

(b) Provide two employees to police the site from 1700-2200 on 2 June.

(c) Provide two employees to assist DCFA in setting up and taking down the stage and necessary chairs.

(4) *Directorate of Public Safety (DPS)* will:

(a) Restrict access/close on Wilson, Alexander, Radio, Semaphore, and Nicodemus Avenues from 1800-2200 on 2 July.

(b) Set up parking for 200 non-Fort Monmouth registered vehicles on Nicodemus and Alexander Avenues and Vanguard Road in the vicinity of the Nicodemus Gate.

(c) Conduct vehicle security inspection at the Nicodemus Gate from 1700-2200 on two July:

(1) Conduct vehicle security inspections to include the trunk, engine compartment, undercarriage, etc.

(2) Conduct ID and visual personnel check of all personnel.

(3) Conduct security check of all coolers, baby carriages, backpacks, etc; no glass bottles, beer, or other alcoholic beverages are allowed.

(d) Coordinate with the Eatontown Police Department for the use of the Eatontown Police Explorer Scouts to assist with parking vehicles.

(e) Provide a Safety Representative to ensure the safe handling and positioning of the fireworks and to be on-site during the fireworks display.

(f) Provide on-site roving patrols in coordination with DET 1 during the conduct of the event.

(5) Directorate for Community and Family Activities (DCFA) will:

(a) Coordinate the contracting of food and ride vendors; vendors will be located in the vicinity of the perimeter fence at the football field.

(b) Contract a band to play at the event from 1700-2000.

(c) Provide a stage and chairs for the bands in the vicinity of the football field; coordinate with DOL for support needed.

(d) Provide publicity for the event on Fort Monmouth through the Monmouth Message, bulletin boards, etc.; coordination with the CECOM Public Affairs Office is encouraged.

(6) Directorate of Information Management (DOIM) will provide audio support on the stage for the event.

(7) Detachment 1, HHD, 50th Cbt Spt Bn (Fwd)(DET 1) will:

(a) Provide two personnel to man the opening in the snowfence in the vicinity of the DENTAC Building and the perimeter fence to ensure unauthorized civilians or vehicles are through; properly credentialed Fort Monmouth military and civilian personnel are allowed free passage through the opening.

(b) Provide on-site roving patrols in coordination with DPS during the conduct of the event.

b. Eatontown will:

(1) Provide Police support to:

(a) Ensure traffic control at Nicodemus Avenue and Route 71.

(b) Inspect vehicles for license, registration and insurance before they enter the Fort Monmouth Nicodemus Gate.

(c) Provide at least six Eatontown Police Explorer Scouts to assist Fort Monmouth Police with parking for the event.

(2) Provide fireworks for the event.

(3) Provide EMT and ambulance support on site.

(4) Provide fire truck support at Lane Hall and Building 746.

(5) Coordinate with the Eatontown Municipal band to play at the event from 8:00-9:15pm.

(6) Provide personnel and a truck to clean up the event site (fireworks and viewing areas) on the morning of July 3.

3. COORDINATING INSTRUCTIONS:

a. Direct coordination between activities is authorized and encouraged.

b. Each Garrison activity will provide the name of its POC to Mr. Michael. Ruane, x29407, by COB 30 May.

c. A meeting will be held for all Garrison POCs at 0830 on 2 June in the Garrison Conference Room, 3rd floor, Russel Hall.

FOR THE COMMANDER:

/s/
JOEL SALMONS
Director for Plans, Training
and Mobilization

DISTRIBUTION:

SELF-MWR	SELF-MPTM	SELF-MIM	SELF-MDET1
SELF-MPS	SELF-MPW	SELF-MDL	
Eatontown			

CF:
SELF-MCO/COS/CSM
General Manager, TVS